

Frequently Asked Questions about the EMERGENCY PERMIT

1. What is an Emergency Permit?

The Emergency Permit (EP) is a temporary credential issued to a school corporation or special education cooperative for a person who is not licensed for that assignment. The applicant must possess the minimum of a Bachelor's degree from a regionally accredited university in order to be eligible for the Emergency Permit.

2. What is the validity of the Emergency Permit?

The Emergency Permit is valid for one school year. Once issued, it may be renewed by the school for a maximum of 2 times, if the applicant completes the renewal requirements of six (6) semester hours as prescribed by a licensing advisor. The Permit will have an issue date which coincides with the receipt date of the application. All Emergency Permits expire on June 30th.

3. Is there a time limit or deadline on the application for the Emergency Permit ?

Yes. The Emergency Permit application must be received within 12-weeks of the “start-date” of the applicant in the assignment. This means that the DPS must receive ALL required application materials **postmarked within 12 weeks of the person’s first day in the assignment.**

4. What are the required materials which make up the application for the Emergency Permit?

The required application materials for an original EP include:

**The application form – Sections A-D.
Official transcripts of all of the degrees of the applicant
A valid Limited Criminal History Report
\$ 35 Money Order – payable to the State of Indiana
An Approved Program Confirmation Form signed by a Licensing
Advisor at an Indiana college or university**

For an application to renew the EP, Section E of the application form must be completed by a Licensing Advisor (and the Approved Program form is not required).

5. What is the purpose of the Approved Program Confirmation Form?

For an original EP, the Approved Program Confirmation Form is the document which is signed by the Licensing Advisor and by the applicant. These signatures denote that the applicant is willing to pursue the regular IN license for the content area listed on the EP. On the reverse of the Approved Program Confirmation Form are listed all of the available teaching, administrative and school services areas which can be placed on an Emergency Permit. These content areas are those which exist under Rules 2002 which are the current licensing rules for the state of Indiana.

6. Are there any content areas which are not available for the Emergency Permit?

Yes, the following content areas are not available for the EP:

Instructional: Communication Disorders

Administration: Superintendent

School Services: School Social Worker, School Nurse, School Psychologist

7. Can the Emergency Permit be transferred from one school corporation to another if the teacher takes a teaching position in another school corporation?

No, the Emergency Permit is not transferable among school corporations. If the teacher on the EP moves out of one school corporation and into an assignment in a second school corporation, the second school corporation must apply for the EP. The EP issued to the original school corporation will be voided.

8. What can the school corporation do if an EP application is “denied”?

When the DPS denies the Emergency Permit, the reason(s) for the denial will determine if the Permit may be re-considered.

If the EP is denied based on the 12-week deadline, the denial will remain.

If the EP is denied based upon missing application materials (transcripts, the Limited Criminal Report, signatures on the application), the school corporation can supply the missing materials for the DPS to re-consider.

9. Who determines if the Emergency Permit should be applied for? And, who determines which content areas and school settings are placed on the Permit?

The Superintendent of the school corporation or the Special Education Director of the Special Services Coop. (or their designees), determine if an Emergency Permit is needed for a particular assignment. These persons also

will specify on the EP application the specific teaching or administrative area of the assignment and the school settings for this assignment. As a general rule, the EP is needed for any teaching or administrative assignment for an accredited school when the school corporation cannot locate a properly-licensed person for the assignment.

10. What if the Emergency Permit candidate has legal issues revealed on the Limited Criminal History report and/or Section D of the application?

In such a case have the candidate provide a written explanation and all relevant court documents regarding the offense. These should be submitted along with the materials listed in FAQ # 4. The applicant's legal materials must be approved and the applicant cleared before an Emergency Permit can be issued. If the explanation and court documents are not submitted, the process of obtaining the Emergency Permit will be delayed.